

CHAPTER XVII

FEDERAL BUILDINGS SERVICES

Section Titles:

- 1 Basic Policies
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- 4 Control Centers
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- 6 Engineering Service
- 7 Warden Service
- 8 Mobilization and Operation

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Appendix (A) - Organizational Chart, Federal Buildings
Services

17-100 The Federal Buildings Services (hereinafter referred to as
"FBS") are established to plan, organize and coordinate necessary
resources and personnel to accomplish the following purposes:

1. Provide for the maximum protection of employees of the
Federal Government against injury or death resulting from
an attack or subversive action against the seat of the
Government by forces hostile to the United States, and
minimize panic and confusion resulting therefrom.
2. Provide for the rescue, removal, and care of casualties
among Federal employees after such an attack.
3. Provide reasonable and practicable protection against
destruction of vital resources, physical assets, utility
services, and important records and archives of the
Federal Government in the event of attack.
4. Provide emergency restoration of facilities and working
quarters for essential Government functions with a mini-
mum loss of continuity after an attack.

17-101 The jurisdiction of the FBS extends to the following agencies
and buildings and their grounds:

1. All Federal agencies occupying Federally-owned or leased
buildings except:
 - a. The U. S. Capitol Building Group, consisting of the
following buildings:

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17-101 (continued)

U. S. Capitol
Old and New House Office Buildings
Senate Office Building
U. S. Supreme Court Building
Congressional Library and Annex
Capital Power Plant
Botanical Gardens

b. Military and Naval Reservations:

Bolling Field
Dalecarlia Reservoir
Fort McNair
Marine Barracks, 8th and I Sts., S.E.
Naval Air Station, Anacostia, D. C.
Naval Gun Factory
Pumping Station, First and Douglas Sts., N.W.
U. S. Naval Communications Annex
U. S. Naval Receiving Station
U. S. Soldiers Home
Walter Reed General Hospital

2. "Quasi" governmental and other agencies who indicate they wish to be included for civil defense planning purposes, within the FBS includes, but is not limited to:

American Red Cross
Pan American Union
Smithsonian Institute

3. Federal establishments within the Metropolitan Area but outside of the District of Columbia. (See paragraph 17-102)

17-102 The jurisdiction of the FBS extends to Federal areas beyond the jurisdiction of the Office of Civil Defense for the District of Columbia, but within the jurisdiction functioning under coordinating agreements through the Metropolitan Area Committee. Operations of the FBS outside the District of Columbia will be coordinated with Civil Defense directors of these respective jurisdictions. The provisions and plans outlined herein, however, will be generally applicable, and will extend to all Federal areas of the Washington Metropolitan Area, outside of the District of Columbia, except the following:

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1. Military and Naval Reservations:

Fort Meade
Fort Belvoir
Fort Myer (North and South Post, including Arlington Farms)
David Taylor Model Test Basin
Army Map Service
Arlington Hall
Walter Reed Hospital (Forest Glen Section)
Naval Research Laboratory
Naval Ordnance Laboratory
Naval Medical Center
Barracks K
Henderson Hall
Cameron Quartermaster Depot
Bellevue

17-103 Although the FBS do not exercise supervision over

1. Buildings within the U. S. Capitol Building Group
2. Military Reservations
3. District of Columbia Government Buildings
4. Private office, (and other large) buildings;

the provisions and plans outlined herein are applicable, in varying degrees, and will serve as a guide in planning for these buildings and reservations. In view of the basic differences in organization within the U. S. Capitol Building Group, a separate civil defense plan for that group of buildings has been developed and published in a separate chapter.

17-104 The Congress of the United States in a declaration of policy in the Federal Civil Defense Act of 1950, vests the primary responsibility for civil defense with the states (The District of Columbia is defined as a "state"). The Civil Defense Act of the District of Columbia states in part - "The Office of Civil Defense is authorized and directed, subject to the direction and control of the Commissioners, to 'cooperate with governmental and non-governmental agencies, organizations, associations and other entities, and coordinate the activities of all organizations for civil defense within the District'". The Federal Civil Defense Administration has advised the District of Columbia that it is responsible for all local civil defense measures, including those within Federal Agencies, located within the District of Columbia. Within the District of Columbia, Civil Defense responsibilities have been outlined as follows:

1. The Federal Civil Defense Administration is responsible for the preparation of plans for National Civil Defense and for the coordination of the efforts of the Federal Agencies in the support of the National Civil Defense Programs.

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2. The National Security Resources Board is responsible for planning for the continuity of government administrative and executive activities.
3. The Office of Civil Defense for the District of Columbia is charged with the full responsibility for planning and initiating all local civil defense measures including such measures in Federal Agencies.

17-105

The following facts and assumptions were considered in establishing an organization within the Federal Agencies to secure maximum effectiveness in local civil defense measures:

1. The personnel, facilities and services available to the Public Buildings Services in carrying out their present responsibility under law for maintenance of buildings occupied by Federal agencies and protection of these buildings and their occupants points up the logic of the assignment of an individual within that agency to coordinate local civil defense measures in Federal buildings.
2. The skills, resources, and personnel of the Public Buildings Service, Region III, will be organized, adapted, and utilized to meet the civil defense needs of the Federal agencies, both in the pre-attack and post-attack phases.
3. All Federal Departments and Agencies, unless excepted elsewhere, will cooperate in the joint Civil Defense effort of the FBS in the Washington Metropolitan Area.
4. The FBS will coordinate all of its planning and conduct all of its operation as an arm of the Office of Civil Defense for the District of Columbia, and with designated officials of the States of Maryland and Virginia, responsible for portions of those states comprising the Washington Metropolitan Area.

17-106

The responsibility and the authority of the FBS is local in character, (as differentiated from support of the National Defense effort as provided for in the "Federal Civil Defense Act of 1950", and exercised by the Federal Civil Defense Administration.) Its efforts are bent toward the protection of Federal property and Federal employees, insofar as they represent a portion of the problem of Civil Defense of the Metropolitan Area of Washington; and its authority stems from the Civil Defense authorities of that area under disaster conditions.

17-107

The National Security Resources Board has been delegated the broad responsibility for maintaining the continuity of Government. The FBS is an instrument to assist in serving that end within the jurisdiction of the Washington Metropolitan Area.

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- 17-108 Although the responsibility of FBS extends primarily to protective measures within Federal Buildings, this Service will respond on own initiative when available during disaster conditions, or as directed by the FBS Control Center, and render assistance outside of Government buildings. When so doing the FBS Control Center shall be notified and shall in turn report the incident and the presence on the scene of the FBS Forces to the appropriate Zone Control Center, in order to eliminate duplication of effort by other Civil Defense forces.

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Section 2 - General

17-200 Following receipt of a letter dated May 28, 1951, from Commissioner of Public Buildings, the Honorable W. E. Reynolds, designating the Deputy Regional Director for the Public Buildings Service, Region III, as Coordinator of Civil Defense for the Federal Buildings under the jurisdiction of the General Services Administration, the Board of Commissioners of the District of Columbia on 3 July 1951, issued Commissioners' Order #302,757/65:

"Ordered:

That to facilitate the coordination of local civil defense measures within Federal Agencies and to expedite uniform planning and organization of the Civil Defense Services within the Federal Agencies housed in the Washington Metropolitan Area, Mr. F. Kaufholz, Jr., Deputy Regional Director for Public Buildings Service, Region III, is hereby appointed to serve as Deputy Director of Civil Defense for Federal Buildings."

Subject to the control and direction of the Board of Commissioners and the Director of Civil Defense for the District of Columbia, he is authorized and directed to deal direct with heads of Federal Agencies (or their representatives) with reference to all local Civil Defense measures affecting these Agencies

By order of the Board of Commissioners, D. C.

/S/ G. M. Thornett
Secretary to the Board"

17-201 On 10 July 1951, the Commissioners of the District of Columbia requested the heads of all Federal Departments and Agencies to coordinate all matters of local civil defense with the Office of Civil Defense for the District of Columbia, through the Deputy Director of Federal Buildings Services and to appoint a representative of their agencies to act on civil defense measures and to forward nominations for Chief Building Wardens to the Deputy Director for Federal Buildings Services. The "Federal Building Services" were established by the Director of Civil Defense, D.C., on 10 July 1951 (Memorandum Order No. 39 - Series 1951).

17-202 The duties and the responsibilities of the Deputy Director for Federal Buildings Services are as follows:

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1. Establish, train, equip, administer and coordinate the following activities:
 - a. Warden Services
 - b. Engineering Services
 - c. Logistics Services
2. Establish a Federal Buildings Services Control Center.
3. Establish a chain of operational command by appointment of an Assistant Deputy Director, a Chief Coordinator of the operating services of the FBS, and such assistants as may be necessary, and appointment of all Chief Building Wardens.
4. Conduct shelter surveys in all Government buildings, designate shelter and provide signs for properly marking shelter and routes thereto.
5. Provide guidance and coordinate the planning and organization of all Federal agency local civil defense services.
6. Establish, conduct, and/or coordinate civil defense training courses, provide assistance in securing instructors and provide training materials and aids.
7. Provide air raid warning facilities for Federal Buildings.
8. In event of disaster, will immediately report to the Command Center of the Office of Civil Defense, in person, or designate a representative to so report.

17-203 The duties and responsibilities of the Assistant Deputy Director, are as follows:

1. To align all the skills, energies, and resources of the Government in the Washington area in support of the Civil Defense program to the extent needed to organize, equip, and train the operating services of the FBS.
2. To assume operational control of the FBS when the Deputy Director is prevented from assuming his duties.
3. To otherwise assist the Deputy Director in carrying out his function.

17-204 The duties and responsibilities of the Chief Coordinator are as follows:

Chapter XVII - Section 2 (continued)

17-204 (continued)

1. To carry out the details of organization, training, equipping, administering and coordinating all operational services within the FBS,
2. To secure the installation of attack warning and communication systems, and Control Centers for the FBS,
3. To establish criteria for the guidance of operational services and the development of operating procedures and plans.
4. To select and evaluate shelter areas for Federal employees.
5. To assume command of the FBS Control Center in event of disaster.

17-205 It is the responsibility of the Executive Heads of Federal Agencies and Departments to designate a person within their agencies to conduct the administrative affairs of civil defense as they apply within their own agencies. Such of these agency representatives as the Deputy Director for the FBS shall designate, shall constitute a FBS Civil Defense Advisory Committee for the purpose of establishing and securing the uniform application of policies and procedures affecting the FBS.

17-206 The executive heads of all Federal agencies (except those listed in paragraphs 17-101, (1), (a), and (b), and 17-102 (1) of this Chapter), and all quasi-governmental, or other agencies participating in this Service, shall submit to the Deputy Director for Federal Buildings Services, the name of the member of his agency recommended for appointment as Chief Building Warden, in buildings occupied by his agency. Replacements, when required, shall immediately be nominated by the agency concerned.

17-207 In order that effective Civil Defense Services may be established and maintained in all Federal agencies, it is the responsibility of the agency to afford every assistance to the Chief Building Warden in organizing, training and maintaining the Building Warden Service and to fully cooperate with the Deputy Director for FBS.

17-208 The Deputy Director for FBS will provide guidance and assistance in planning for organized self-protection and safety measure programs within the building. For this purpose, key building management representatives shall be considered as group wardens for the areas of their respective management jurisdiction. Liaison for purposes of coordination shall be maintained between officials of the Federal Building Warden Service and appropriate officials of the District of Columbia Warden Service. Considerable administrative

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work and training is required to reach the maximum state of effectiveness. To accomplish this, the Chief Building Warden must have the full support of the executive head of the agency concerned.

- 17-209 The Federal agency concerned is responsible for the recruitment, organization and training of the Building Warden Service within its own building, and for the preparation of the detailed plans, procedures and records for the building, in accordance with the general policy established by the Deputy Director for FBS.
- 17-210 All correspondence, directives, communications and reports relative to local civil defense measures, between, or involving units of the Office of Civil Defense for the District of Columbia and Federal agencies operating within the FBS shall be conducted between, or routed through, the Director of Civil Defense and/or the Deputy Director for FBS. Progress reports will be submitted to the Deputy Director, FBS.
- 17-211 No restrictions are imposed upon direct line wire communications by Federal agencies to the local telephone company for the purpose of securing condition "RED" air raid alerts. The "Condition Yellow" alert will not be transmitted to agencies without prior written authority of the Office of Civil Defense.
- 17-212 Authorized civil defense insignia, as furnished by the Federal Government, shall be worn as identification by all members of the FBS when on Civil Defense duty. This insignia shall be the same as that authorized by the Federal Civil Defense Administration, except that the letters "D.C." shall not be included in the insignia. All members of the FBS shall be issued Civil Defense identification cards. Civil Defense identification cards provide certain pass privileges when bearer is on actual civil defense duty during the "condition red" and "post-attack" period.
- 17-213 The Deputy Director for FBS shall make recommendations to the Director of Civil Defense of the District of Columbia relative to passes to be issued to members of the Federal Building Civil Defense Services, who must have freedom of movement within the District of Columbia in the event of disaster, stating the official duties or other justification. These recommendations will be kept to a minimum.
- 17-214 Membership in the FBS Civil Defense Organization shall not preclude membership in other volunteer Civil Defense Services within the District of Columbia. Personnel having "critical" or "key" assignments in the FBS are requested not to volunteer for other Civil Defense Services without prior approval of the Deputy Director for FBS. All personnel of the FBS who do not have "critical" emergency or disaster assignments within their own agency, are urged to affiliate with volunteer Civil Defense Services, subject to clearance through their superiors.

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17-215 All members of the FBS will promptly report any well-founded information relative to espionage, subversive activities or sabotage coming to their attention, to the Chief Building Warden, who will forward it to the Field Office of the Federal Bureau of Investigation. Members of the FBS will not undertake investigation of such matters "on their own".

17-215 Additional information relative to planning, training, organization, duties, and employment of services closely related to the Civil Defense units contemplated under the FBS will be found in:

Chapter X Engineer Services
Chapter XI Warden Services
The Warden Manual (District of Columbia)
(Especially Chapter I - Section 8 and Chapters II, III and IV).

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Section 3 - Training

- 17-300 All members of the FBS shall be trained in:
1. basic Civil Defense organization and duties,
 2. first aid,
 3. elementary fire-fighting, and
 4. such other specialized subjects as may be directed.
- 17-301 It will be the responsibility of each of the Federal Departments and Agencies to provide for the training of their own employees in first aid, nurses aid, casualty collection and litter bearing; and for specific outline of duties and operating instructions to Building Warden organizations relating to the movement of people to shelter areas.
- 17-302 The Deputy Director for the FBS will provide for training in other subjects through the facilities of the General Services Administration, and will develop general operating instructions for protective services within buildings and specific operating instructions for organized mobile services.
- 17-303 When Building Warden Organizations have been completed and instructed, shelter areas chosen and marked, and plans for the movement of people to shelters developed, drills will be held to thoroughly indoctrinate the occupants of each building into evacuation procedures and their responsibilities upon hearing the warning signals. These drills will be critically observed and steps taken toward improvements where indicated. Panic and confusion will be reduced to the extent that each person knows exactly what is expected of him. Initial drills will be conducted for the Wardens to insure complete familiarity on their part with all procedures, prior to conducting drills for occupants of buildings.
- 17-304 All organizational units of the FBS will be expected to participate in area-wide exercises and drills, conducted by local authorities to the extent that their degree of organization and training will permit.
- 17-305 The heads of the Federal Departments and Agencies are urged to support the very important training program, by permitting employees to participate in classes and drills on Government time.

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Section 4 - Control Centers

- 17-400 The Deputy Director ~~for the~~ FBS shall select a location and establish a FBS Control Center for the Service. This Control Center shall be provided with facilities for monitoring all air raid alerts emanating from the Command Center of the Office of Civil Defense of the District of Columbia, and shall maintain radio communications with the Command Center of the Office of Civil Defense for the District of Columbia on the control net frequency of 47.62. The FBS Control Center shall perform the following duties:
1. Receive air raid warning information and disseminate same to all Federal Agencies who do not receive this information by other means.
 2. Mobilize all FBS Civil Defense Forces in accordance with established disaster operations plans.
 3. Establish and maintain contact with Building Control Centers; other Civil Defense Services of the FBS, and with the District of Columbia Command Center.
 4. Receive reports on damage, evaluate the nature and scope of danger and direct the employment of FBS Civil Defense Forces, or when necessary request assistance through Zone Control Centers of the Office of Civil Defense as required.
- 17-401 An alternate FBS Control Center, shall be established and staffed to perform the above duties in the event the main Control Center is rendered inoperative.
- 17-402 The Deputy Director of the FBS is responsible for the establishment of Building Control Centers, for the purpose of receiving and disseminating air raid warnings to all building occupants. The Building Control Centers shall control warning facilities within their own buildings.
- 17-403 In the event of disaster, the Building Control Centers of all Government buildings within the area bounded on the West by Rock Creek Potomac Parkway and Riverside Drive, Northwest; on the North by K Street, Northwest; on the East by a line, starting at the intersection of K Street and First Street, Northeast, following the West side of the Washington Terminal, Louisiana Avenue, Constitution Avenue, Third Street, Northwest and Southwest, Canal

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Street, Delaware Avenue to F Street, Southwest; and on the South by F Street and Main Avenue, Southwest, will report all damage and other instances to the FBS Control Center. All Government buildings located outside of this area, or in Montgomery or Prince Georges County, except the West Central Heating Plant at 29th and K Streets, Northwest, shall report damage or incidents directly to the Zone Control Center of the Area in which they are located. The West Central Heating Plant shall report incidents through the Federal Buildings Service of the FBS Control Center.

17-404 Reporting procedure for Government buildings in Northern Virginia will be incorporated in supplementary instructions. Pending such instructions, all reports will be made directly to the FBS Control Center. In the event communication is interrupted between Building Control Centers and the FBS Control Center, Building Control Centers are directed to communicate directly with the appropriate Zone Control Center if communications thereto are open, or by messenger to the nearest Control Center.

17-405 The Boundaries of Civil Defense Zones within the District of Columbia are listed herewith for information:

Zone 1 - Bounded on the South by K Street and the Potomac River; on the West and North by the District Line and on the East by Rock Creek from the District Line to Massachusetts Avenue; thence Southeast along Massachusetts Avenue to 20th Street; and 20th Street to K Street, Northwest.

Zone 2 - Bounded on West by Zone 1 and on the East by Vermont Avenue, Sherman Avenue, New Hampshire Ave., and Georgia Avenue to Van Buren Street; thence east on Van Buren Street to the District Line.

Zone 3 - Bounded on the West by Zone 2 and on the East by North Capitol Street and Michigan Avenue to the District Line.

Zone 4 - Bounded on the West by Zone 3 and on the East and South by East Capitol Street, North Carolina Ave., C Street, 21st Street, Oklahoma Avenue, Benning Road and the Anacostia River.

Zone 5 - All area within the District of Columbia South of the Anacostia River and East of the Potomac River.

17-406 The Control Centers for the above Zones are located as follows:

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17-406 (continued)

25X8

17-407 The FBS Control Center, upon receiving report of damage or other incident, will either provide the assistance required or request assistance from the Zone Control Center, controlling the zone in which the building requiring assistance is located.

(Note: The effective date of this reporting procedure is dependent upon appointment of personnel to man the control centers. At such time as these Control Centers are placed in operation, the FBS and Chief Building Wardens will be advised of the telephone listings. At present, all reports will be made to the Office of Civil Defense Command Center via FBS Control Center).

17-408 The Federal Buildings Services Control Center shall maintain current records, maps, charts, etc., including name, address and telephone of all Federal Buildings Services Staff personnel, Chief Building Wardens and their alternates, all personnel of the mobile Engineering Services and the Transportation Services; the location of main trunk lines for utilities serving Government buildings showing their main valve and switching points outside the buildings; the records of the Logistics Section, and any other records determined to be of importance.

17-409 The Building Control Center must contain full information relative to the floor plans; utility control valves and switch locations; and the location of firefighting, rescue and other Civil Defense equipment within the building. A current list of names, addresses and telephone numbers of "key" personnel, including maintenance personnel in the building, will be maintained. A complete roster to include the name, home address, and the address of the next of kin of all occupants of the building is desirable.

17-410 The Building Control Center will maintain a copy of the Civil Defense Plan for the building and the telephone numbers and location of the Warden Area and Warden Sector Posts in which the building is located.

17-411 Official air raid warning is transmitted to the District of Columbia by the Eastern Air Defense Command, and will be announced to the public by the Office of Civil Defense for the District of Columbia. No air raid warning signal or other Civil Defense alarm, except for drill or test purposes, will be sounded by any Control Center, unless received through the above sources.

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17-411 (continued)

The above is not to be interpreted to prohibit surprise drills, however, no drill or test, affecting or involving personnel, other than in Federal Buildings, will be conducted without the knowledge and approval of the Director of Civil Defense for the District of Columbia.

17-412 Immediately upon receipt of a yellow alert or in the event no yellow alert is received, immediately after attack, the following personnel of the FBS will report and take command at the FBS Control Center:

Chief Coordinator
Coordinator for Transportation and Supplies
Coordinator for Building Warden Services
Coordinator for Engineering Services
Staff Personnel of these Services as designated

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Section 5 - Logistics Service

- 17-500 The Deputy Director for the FBS will establish within his organization, a Logistics Service for the purpose of coordinating logistical support to all Federal Buildings and mobile operating services within the jurisdiction of the FBS.
- 17-501 The necessity to provide the maximum degree of continuity for essential operations of the Government, irrespective of the seriousness of the disaster, aside from the obvious necessity to assure protection and relief for Federal personnel, demands that effective use be made of all existing Federal resources and provision be made for stockpiling and dispersing essential supplies not otherwise available.
- 17-502 The Federal Departments and Agencies are urged to permit the registration of vehicles of all descriptions under their custody, except those required specifically for military purposes. This register shall include the size and body type of the vehicle, the location at which it is garaged, and the name, address and telephone of the driver (or drivers) to whom it is ordinarily assigned.
- 17-503 Plans to provide for the mobilization of these vehicles and drivers at pre-designated assembly areas upon the first warning of impending attack, and for their effective utilization after attack, are to be carefully developed as a Standard Operating Procedure for A Federal Transportation Service.
- 17-504 All Federal transportation facilities mobilized for Civil Defense purposes will be available by pre-assignment or by direction of the Federal Buildings Control Center, for the movement of organized civil defense mobile operations, the movement of food and supplies, the collection and transfer of casualties, the evacuation of survivors, the transportation within the disaster area of properly authorized Federal personnel, and for mutual aid to other Services at the request of the Command Center.
- 17-505 All vehicles and drivers shall carry authorized credentials or insignia to permit freedom of movement during alert or post-disaster periods, as required.
- 17-506 In cooperation with the Engineering Service, an inventory will be established of all existing equipment in the custody of the Federal Departments and Agencies, that may be required and can be utilized for civil defense purposes. This will include, but is not limited to, bulldozers, patrol graders, power shovels, cranes,

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mobile generating equipment, pumps, welding and cutting equipment, air compressors, jack hammers, etc. The inventory shall include the locations of the equipment, type, size, and other pertinent data.

- 17-507 Consideration is being given to the dispersal of such equipment to locations outside the assumed target area, where this can be done, without seriously impairing its normal use.
- 17-508 Standard operating procedures, involving the use of this equipment will be incorporated in the standard operating procedures for specific Federal Engineering Services to which it may be assigned,
- 17-509 All self-powered mobile equipment and assigned operators shall carry authorized credentials or insignia to permit freedom of movement in the disaster area.
- 17-510 In cooperation with the Engineering and Warden Services, the total requirement of equipment and supplies will be established to permit effective operation of those Services. Maximum utilization will be made of existing equipment and supplies of all Federal Agencies in accordance with the Federal Civil Defense Act.
- 17-511 Such supplies and equipment will include, but is not limited to, shelter designations and other signs; arm bands, helmets, protective clothing and other personal equipment; hand and power tools; fire extinguishers and other fire-fighting equipment; first aid supplies, stretchers, blankets, and other materials for the handling, treatment and care of casualties; radiological monitoring equipment, attack warning, internal building alarm, radio, telephone and other warning and communication devices; battery-operated or other emergency lighting equipment; and materials for emergency repair and construction.
- 17-512 An adequate system of property accountability will be established and supplies and equipment properly dispersed and distributed for most effective availability and utilization.
- 17-513 Records relating to all equipment and operators will be maintained current, and made available at the Federal Buildings Services Control Center, where in the immediate post-attack period, personnel of the Logistics Section will be assigned to direct the mobilization and movement of equipment and supplies as determined to be necessary from reported incidents, or as directed.
- 17-514 The Logistics Service will be responsible for developing and coordinating plans for emergency repair and maintenance of transportation and other equipment, and shall make provision for assuring adequate supplies of gasoline and lubricants; for which due account must be taken of probable loss of normal supplies.

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17-515 The Chief of the Logistics Service shall report to the Federal Buildings Services Control Center, immediately upon receipt of a "yellow alert" or in event no yellow alert is received, immediately after an attack.

CHAPTER XVII

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Section 6 - Engineering Service

- 17-600 The Deputy Director for the FBS will establish within his organization, an Engineering Section to coordinate the organization and training of services employing specialized skills and technical knowledge; and to implement those phases of the Civil Defense program for Federal Buildings requiring the application of technical skills.
- 17-601 In organizing and planning the operation procedures for Engineering Services, every consideration shall be given to the utmost importance of rapid restoration of essential utilities, communications, and working quarters for critical Government operations and the basic necessity for the continued functioning of the National Government in general.
- 17-602 It will be the responsibility of the Engineering Service to plan and coordinate the effective utilization of Federal personnel who can be spared in time of disaster from other activities, and who are qualified by reason of specialized training and ability to serve as team leaders for rescue, clearance, demolition, construction, radiological monitoring, sanitation, communications, utility repair, biological, and other specialized teams, both in the building protective services under Chief Building Wardens and in the mobile Engineering Services of the FBS. All of the Federal Departments and Agencies are urged to cooperate to this end as may be required.
- 17-603 The Engineering Service will determine the requirements for and organize, equip, and train within a limit governed generally by existing facilities of the Government, a Rescue Service. This shall consist of teams for light rescue operations within Federal buildings under the control of the Chief Building Wardens; and mobile squads equipped to undertake heavy rescue operations, wherever required, at the direction of the FBS Control Center.
- 17-604 Transportation for the Rescue Service shall be determined in cooperation with the Federal Transportation Service and preassigned where possible.
- 17-605 Equipment for assignment and use of the Rescue Service shall be determined in cooperation with the Logistics Service and governed by maximum utilization of existing resources.
- 17-606 Each Rescue Team shall be under the leadership of an engineer or other person qualified by technical training and experience to

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evaluate pertinent conditions and direct the method of operations to assure rescue of trapped and injured persons without unnecessary further casualty.

- 17-607 A detailed plan of organization and post-disaster operation will be developed and appended to the Civil Defense Plan as a Standard Operating Procedure for the Rescue Service of the FBS. This will include the plan for mobilization of personnel, equipment, and transportation and establishment of communications with the FBS Control Center.
- 17-608 The Engineering Service will determine the requirements for and organize, equip, and train within practical limits, an Emergency Construction and Repair Service. This Service shall consist of individuals or teams for such duties within Federal Buildings under the control of the Chief Building Warden, as well as mobile squads equipped to undertake operations wherever required at the direction of the FBS Control Center.
- 17-609 Emergency Construction and Repair teams shall be equipped to undertake emergency installation or repairs, or to control such services as water, steam, and gas systems, high and low tension electrical circuits, and communications circuits; and to perform such emergency clearance and construction as the relief of the Federal establishment may require in the immediate post-attack period at the direction of the FBS Control Center.
- 17-610 Transportation for the Emergency Construction and Repair Services shall be determined in cooperation with the Transportation Service and preassigned where possible.
- 17-611 Equipment for assignment and use of the Emergency Construction and Repair Service shall be determined in cooperation with the Logistics Service and governed by maximum utilization of existing resources.
- 17-612 Each organized emergency construction or repair crew shall be under the leadership of an engineer of mature judgment, or other person qualified to evaluate pertinent conditions and direct operations to avoid unnecessary casualties. Teams shall be composed of personnel, skilled in the variety of functions, for which they will be called upon.
- 17-613 A detailed plan of organization and post-disaster operation will be developed and appended to the Civil Defense Plan as a Standard Operating Procedure for the Emergency Construction and Repair Service of the FBS. This will include the plan for mobilization of personnel, equipment, and transportation and establishment of communications with the Federal Buildings Control Center.

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- 17-614 The Engineering Service will determine the requirements for and organize, train and equip within practical limits, a Radiological, Biological, and Chemical Service. This Service shall consist of individuals or teams especially qualified to evaluate and deal with the peculiar problems of residual nuclear radiation resulting from atomic attack and from biological and chemical warfare.
- 17-615 The Radiological, Biological, and Chemical Service shall be equipped to undertake immediate post-attack surveys to evaluate hazards of this nature in order to permit the operation of rescue, fire-fighting, and other activities with relative safety to personnel, and to report pertinent conditions to the Control Center on which the over-all direction of operations may be based. The Chief of the Radiological, Biological and Chemical Services shall immediately transmit this information to the ABC Officer at the Command Center of the Office of Civil Defense.
- 17-616 This service shall be responsible for the dissemination of information to Building Wardens and other Federal Buildings Civil Defense Services regarding precautionary and safety measures against radiological, biological, and chemical hazards.
- 17-617 Transportation for this Service shall be preassigned or given high priority in the post-attack period as the needs of the Service direct.
- 17-618 Technical equipment required by this Service, which generally will not be available within existing resources, shall be determined and procured in sufficient quantity to permit the implementation of a practical program.
- 17-619 A detailed plan of organization and post-disaster operations will be developed and appended to the Civil Defense Plan as a Standard Operating Procedure for the Radiological, Biological, and Chemical Service of the FBS. This will include the plan for mobilization of personnel, equipment and transportation and establishment of communications with the Federal Buildings Control Center.
- 17-620 The Engineering Service will determine the requirements for and make provision to secure and install all Control Center attack warning, building alarm, and communication facilities required to make effective all operations which are the responsibility of the FBS generally.
- 17-621 The Engineering Service will determine the requirements for, and organize, equip, and train such Demolition and Clearance Units as may effectively utilize existing facilities of the Government that are suitable for clearing streets, moving debris, or demolishing unsafe structures to permit the movement to and relief of Federal Buildings, or as may be directed by the FBS Control Center.

- 17-622 Demolition and Clearance Units shall consist of self-powered equipment and assigned skilled operators, operating individually or in pairs or groups as required, together with labor battalions under competent leadership.
- 17-623 Equipment available for assignment to Demolition and Clearance Units and transportation for Labor battalions shall be determined in cooperation with the Logistics Section and preassigned where possible.
- 17-624 Detailed plans of **organization** and post-disaster operations will be developed and appended to the Civil Defense Plan as Standard Operating Procedures for each of the special purpose units formed in the general category of Demolition and Clearance Units. These will include plans for mobilization of personnel and equipment and directions for initial action. Since these units may be among the first to enter a disaster area and may initially operate without direction of the FBS Control Center, they will be responsible for observing conditions and reporting pertinent situations as soon as communication can be established.
- 17-625 In determining requirements for Control Centers, warnings, and communications, utilization shall be made to the maximum extent practical of all facilities now existing which can be made to serve the purpose, and additional expenditures shall be confined to most essential requirements.
- 17-626 In planning a communications network, provision shall be made for the following:
1. Receipt by the FBS Control Centers of all air raid warning information, both confidential and public.
 2. Dissemination of confidential air raid warning information to predetermined individuals or locations in accordance with the provisions of Chapter I, Section 11, of the Civil Defense Plan.
 3. Dissemination of public air raid warning information to all Federal buildings and Federal Buildings Civil Defense Services.
 4. Supplementary internal building alarms wherever required.
 5. Two-way communications between the FBS Control Center, the District of Columbia Command Center, and Zone Control Centers of Metropolitan Area Civil Defense system.
 6. Two-way communications between the FBS Control Center and individual Building Control Center.

Chapter XVII - Section 6 (continued)

7. Two-way communications between the Federal Buildings Control Center and motor pools and assembly areas.
 8. Short-wave radio transmitting and receiving equipment to supplement normal communication channels to the extent that existing facilities and available funds will permit; including two-way radio facilities on more important items of mobile equipment and vehicles.
- 17-627 A Standard Operating Procedure for FBS Control Centers and communications will be developed which will include provision for continuity of maintenance and operation; and in cooperation with the Emergency Construction and Repair Service, plans and priority for restoration of service.
- 17-628 The Engineering Service will be responsible for the selection of the most suitable shelter areas for the occupants of all Federal Buildings, including persons on the street at the time of an alert, and for the evaluation of such space in accordance with recognized methods and procedures and the application of sound engineering principals.
- 17-629 Fundamentally, such shelter must be accessible to its intended occupants within assumed limits of time permitted for movement, and must offer the best protection that the area affords against factors determined to be inherent in atomic explosions.
- 17-630 The Engineering Service will be responsible for determining the nature and extent that individual shelter areas may be improved to afford better protection, within the limit of funds available for this purpose, and provide for such improvement.
- 17-631 The Engineering Service will determine the need, location, and size of communal type shelters if funds should be made available for this purpose.
- 17-632 The Engineering Service will be responsible for organizing and coordinating necessary training for personnel of all engineering services.
- 17-633 The Engineering Service will be responsible for developing plans and Standard Operating Procedures for protective and control measures for the Federal Central Heating Plants, steam distribution systems, the Pentagon Sewage Disposal Plant and for control of steam and other utility services within Federal Buildings.
- 17-634 Charts will be prepared and distributed as required to show the location of, and main operating control valves or switches for underground main trunks for steam, gas, water, electricity, and sewage systems serving Federal Buildings.

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- 17-635 The Engineering Service will be responsible for establishing and maintaining liaison between all Federal Engineering Services and corresponding units of other Washington Metropolitan Area Civil Defense Services, and shall establish procedures for mutual aid between the Services.
- 17-636 Records shall be maintained of all personnel assigned to the mobile Engineering Services. This record shall include name; office and home address and telephone number; name and address of next of kin or person to be notified; the special skill of the employee; the unit to which he is assigned; and the training he has completed.
- 16-637 Proper identification and passes as authorized shall be carried by all personnel of the Engineering Services.

DISTRICT OF COLUMBIA CIVIL DEFENSE PLAN

CHAPTER XVII

FEDERAL BUILDINGS SERVICES

Section 7 - Building Warden Services

- 17-700 The Deputy Director for the FBS will establish a Warden Service to consist of the self-protection organizations within all Federal buildings under the leadership of Chief Building Wardens appointed by the Deputy Director for the FBS upon the nomination of the occupying Department or Agency.
- 17-701 The basic principle of the Building Warden Service shall be that of providing for the maximum degree of self-assistance in an immediate post-attack period, together with mutual assistance between adjacent or nearby structures.
- 17-702 Chief Building Wardens nominated by the head of the Federal Department or Agency occupying the building will serve in that capacity during the hours of normal occupancy of the building. The Deputy Director of the FBS shall also appoint Chief Building Wardens from the maintenance or protective forces of the building for such periods of the day or week during which such forces represent the major occupancy; or from such other personnel as may be regularly employed in the building during such periods.
- 17-703 The Chief Building Warden in each building under the direction of the Deputy Director for FBS is responsible for the establishment of the Building Warden Services, organization, recruitment, training, administration, and employment of the Building Warden Services.
- 17-704 The Building Warden Service in each building shall consist of:
1. Chief Building Warden
 2. Deputy Chief Building Wardens, and
 3. Such other assistants, including such number of floor, office, stairway, shelter area and other wardens as may be required, together with such fire guards, first aid workers light rescue teams and messengers as are deemed necessary for a building protective service.
- Note: (Full utilization should be made of the building maintenance force and guards, through cooperation of the building management.)
- 17-705 The Chief Building Warden reports operationally to the Deputy Director for FBS and his staff, and administratively to the person designated by the head of his own Federal department or agency to represent the agency on Civil Defense matters.

Chapter XVII - Section 7 (continued)

- 17-706 In the event of emergency the Chief Building Warden and his staff report immediately to the Building Warden Post, which shall then become the Building Control Center. The Office of Civil Defense for the District of Columbia shall be furnished with a listing of locations and telephone numbers of these Building Warden Posts.
- 17-707 During emergencies and for exercises and drills, he will report incidents (by telephone) to the Federal Building Services Control Center which will keep the Zone Control Center (of the zone in which his building is located) of the Office of Civil Defense informed of the situation, unless otherwise provided for in Paragraph 17-403.
- 17-708 The Chief Building Warden shall be responsible for the development and publication of a disaster operation plan for his building, the primary objective of which shall be the maximum safety, protection, and care of all persons in his building at the time of disaster; and the greatest possible protection of Government property and records. Copies of this plan shall be provided to the official representing his Agency in Civil Defense matters, to the Deputy Director for FBS and to the Area Warden. He shall also publicize the general terms of this plan among the building occupants. Under this plan and with respect to his building, the authority of the Chief Building Warden shall be paramount, subject only to higher Civil Defense authority (military authority in the event of martial law).
- 17-709 In the disaster operation plan, the Chief Building Warden shall provide for the following, with the advice and assistance of the Deputy Director, FBS and in cooperation with his staff, and/or the Civil Defense representative of the occupying agencies:
1. A method of disseminating "red alert" information to all occupants of his building.
 2. A procedure for the orderly and rapid movement of the building occupants to designated shelter areas.
 3. A procedure for the control of any factors leading to mass panic or confusion.
 4. A procedure for the rescue, collection, and care of casualties.
 5. A procedure for the reporting and control of fires.
 6. A procedure for the emergency control, repair or restoration of essential utility services, (gas, water, steam, electricity, ventilation, sewerage), or control of conditions involving such utilities that might cause casualty or other hazard.

Chapter XVII - Section 7 (continued)

7. A procedure for maintaining continual control of all Civil Defense forces employed in his building.
8. A method and procedure for transmitting to the FBS Control Center or to the Zone Control Center of the District of Columbia (as pertinent), reports of conditions and/or requests for assistance.

17-710 Chief Building Wardens appointed for other than hours of normal occupancy of the building shall make such modification of the basic disaster operations plan as may be required for such conditions.

17-711 In order to effectively implement the disaster operation plan for his building, the Chief Building Warden shall accomplish the following duties:

1. Select two Deputy Chief Building Wardens to accept the full responsibility for disaster operations in the event of absence or incapacity of the Chief Building Warden and such other assistants as necessary.
2. Ascertain that shelter areas have been selected to accommodate all occupants of his building in accordance with recommended methods or sound engineering considerations; and that such areas are the best accessible to the occupants within permissible time limits.
3. Arrange for the proper identification of selected shelters by means of approved signs or markers.
4. Study, develop and publish a plan for the rapid movement of all personnel to shelter areas.
5. Establish a Warden Organization with a suitable number of alternates to control the movement of personnel to shelter areas and to assure that all persons are accounted for.

Note: This organization will be determined by the layout of the building, its size, and other factors, but will generally consist of Floor Wardens, Sector Wardens, Room Monitors, Stairwell Monitors, Exit Monitors, Elevator Monitors, etc., as may be required to accomplish the purpose. Care should be taken that those selected have the capacity for leadership, the ability to remain calm, and a faculty for inducing calm in others.

6. Provide for the instruction of each member of the Warden Organization in his or her duties and responsibilities, as well as general instructions to all occupants upon hearing the building air raid alarm.

Chapter XVII - Section 7 (continued)

7. Establish a Warden Post within the shelter area from which to direct post-disaster operations.
8. Establish an Emergency Medical (First Aid) Station within the shelter area and organize, train, and equip a building Emergency Medical (First Aid, Nurse's Aid, Litter Bearers) Service.
9. Arrange for the proper identification of routes to be followed for movement of personnel to shelters, the identification of stairways, the location of Warden Posts, Emergency First Aid Stations, and Fire Stations by means of approved signs or markers.
10. Assure that suitable means are provided for receiving air raid alert information and the dissemination of this information to all occupants of the building.

Note: In some buildings public air raid alarms may be audible to all occupants. In others, alarms may be disseminated by means of police whistles, clock buzzers, klaxon horns, sirens or other device. A readily distinguishable signal should be provided. In no case should the fire alarm system be used for air raid alarms.

11. Determine which people may need assistance to shelters by reason of health or physical impairment, and provide for their assistance by use of elevators or personal help.

Note: Elevators should not be used for movement of physically able people. Close cooperation between the Building Wardens and the Building Management are required in developing instructions to elevator operators.

12. Provide for the training of all members of the Warden organization in first aid and other training as required.
13. Cooperate with the Building Superintendent or maintenance force in developing a plan for the control of building utility services, and the organization and instruction of maintenance personnel for this purpose.
14. Organize and provide for the training and equipping of rescue teams to perform light rescue operations as required.
15. Organize and provide for the training and equipping of fire-fighting teams to be employed for reconnaissance of all areas of the building and the control of fires located.
16. Provide for the training and equipping of personnel for radiological monitoring in affected areas.

Chapter XVII - Section 7 (continued)

17. Organize and instruct a Messenger Service to maintain contact with forces employed in the building, or to transmit reports when other means of communication are not available.

Note: Personnel of the Warden Organization, whose duties are discharged when movement to shelters is completed, can be organized and trained for post-attack responsibilities as well.

18. Study the potential problems of panic and provide means of allaying or controlling it.
19. Arrange for suitable means of providing light in shelters, first aid stations, etc., in the event power is disrupted.
20. Round out the training of Warden Organizations by test mobilizations and drill of all members, and critically observe and correct weaknesses in the organization.
21. Conduct test drills and exercises involving all the building occupants and critically observe and adjust weaknesses in the disaster plan relating to routes of movement, speed of movement, familiarity of personnel with their responsibility, etc.
22. Stimulate interest and appreciation of the effort being made.
23. Compile and install in the Warden Post, suitable personnel records, records of next of kin, charts of building utilities, showing main control valves and switches, the location, type and quantity of fire fighting equipment, and other records as may be found pertinent. A complete roster to include the name, home address, and the address of the next of kin of all occupants of the building would be desirable.
24. Instruct all Warden personnel to be alert to detect evidence of acts of sabotage, especially in those areas of the building open to the general public.
25. Provide for the proper identification of all members of the Building Warden organization by distribution of arm bands, identification cards, helmets, etc. Helmets are especially desirable for persons serving as Shelter Area Wardens, where crowded conditions might obscure arm bands.
26. Arrange mutual assistance plans between adjacent and nearby buildings and maintain liaison with Area and Sector Wardens of the District of Columbia Warden Service.

Chapter XVII - Section 7 (continued)

17-712 The specific responsibilities and duties of members of the Building Warden Organization shall be outlined in detail by each Chief Building Warden. In general, however, these duties will be as indicated in succeeding paragraphs.

17-713 Floor Wardens will be responsible for the selection and supervision of other Wardens (Sector Wardens, Room Monitors, Stairway Monitors, Elevator Monitors, Wash Room Monitors, etc., and suitable alternates) whose initial post of duty is on the floor for which he is responsible. In addition, he will:

1. Familiarize himself with the floor plan and all vital services on the floor including the location of fire fighting equipment.
2. Determine the number and distribution of persons on the floor and assist the Chief Building Warden in planning the route to be taken by each to reach assigned shelter areas.
3. Determine the specific duty assignments of Room Monitors, Washroom Monitors, Stairwell Monitors, etc., and provide for their thorough instruction.
4. Determine the name, location and type of disability of all handicapped people on his floor and provide for their assistance to shelters.
5. Report or correct any condition on his floor which would impede the free movement of people over routes to the shelter areas.
6. Correct or report any condition which represents a safety or fire hazard.
7. Compile such data respecting the occupants or conditions on his floor as the Chief Building Warden may find desirable.
8. Provide for such security precautions as may be required upon the sounding of the "red alert".
9. Assure that each occupant of his floor is fully instructed in the procedure to be followed upon the sounding of the "red alert."
10. Control the movement of personnel on his floor during test drills and actual alerts and take every necessary precaution to prevent or control panic and confusion.
11. After checking the complete evacuation of his floor, advise the Building Control Center and assume such duties as the Chief Building Warden may direct.

Chapter XVII - Section 7 (continued)

- 17-714 The responsibility of Sector Wardens, Corridor Wardens, Room Wardens, etc., will be generally similar to that of the Floor Warden, with respect to the area of their assignment.
- 17-715 Upon the sound of the building air raid alarm, Stairway Monitors are to proceed as quickly as possible to their assigned stairway, hold (do not fasten) open the door, and do everything possible to promote the orderly and rapid passage of people to the shelters, or to control the movement of people into the stairway, if people from upper floors are already in the stairway.
- 17-716 Upon the sound of the building air raid alarm, Elevator Monitors are to proceed as rapidly as possible to their assigned elevator and assist the movement of physically handicapped in accordance with plans and prevent use of the elevators by unauthorized persons.
- 17-717 Upon sound of the building air raid alarm, Washroom Monitors are to proceed as rapidly as possible to their assigned Washroom and speed the evacuation of any persons therein.
- 17-718 Upon completion of the movement of all occupants to shelter areas, the Floor Wardens shall assume the duties of Shelter Wardens unless otherwise directed by the Chief Building Warden. Shelter Wardens are responsible for:
1. Maintaining order and discipline in the shelter areas by commanding the respect of the occupants. (Building Guards or auxiliary police should be available to handle serious incidents of disorder.)
 2. Providing diversion for the occupants of shelters. A radio (AC - DC battery) is recommended, both for diversion and information. A public address system in large areas would be desirable. Talking to the group and group singing will aid.
- Note: Individual panic and hysteria can lead to serious mass panic, and such persons should be immediately removed from the shelter.
- 17-719 A primary responsibility of the Chief Building Warden is to provide for emergency first aid service for his building. This should be organized, preferably under the leadership of a Doctor, if available, a trained nurse, nurse's aid, or a qualified first aid instructor. Emergency first aid stations should be established in or near shelter areas, and equipped with emergency first aid supplies, stretchers, blankets, etc. The Medical Service should consist of trained first aid personnel, casualty collection teams, litter bearers, and messengers. It is desirable that all organized

Chapter XVII - Section 7 (continued)

members of the Building Warden Services be trained in first aid and be prepared to lend assistance at all times, or at the direction of the Chief Building Warden. This training should include the American Red Cross Four Hour Civil Defense Atomic Aspects Supplemental Training Course.

- 17-720 A Standard Operating Procedure for the Building Emergency First Aid Service should be developed and include the procedure for administering to, and the disposition to be made of casualties of various degrees; and the procedure for reporting to Control Centers serious casualties and the need for professional treatment, or transportation.
- 17-721 The Chief Building Warden, in cooperation with the building management, shall organize a Fire Service composed of an adequate number of teams of four trained (first aid) fire fighters and a messenger to be deployed after attack to predetermined areas of the building for reconnaissance and control of fires and to report and seek assistance for conditions beyond their control.
- 17-722 A Standard Operating Procedure for the Building Fire Service should be developed and include a list showing the location and type of all fire fighting equipment, the procedure for deployment of teams, and the procedure for reporting. Provision should be made for auxiliary water supplies, the use of sand buckets, stirrup pumps, extinguishers of various types, and the building hose lines. The Building Fire Service will relinquish control and responsibility but shall give every assistance possible when the District of Columbia Fire Department has been brought to the scene of a fire.
- 17-723 The Chief Building Warden in cooperation with the Building Management is responsible for the organization and training of a Building Rescue Service, consisting of teams of trained personnel under the leadership of engineers or persons qualified to evaluate structural and load-bearing factors in order to determine the method of operation on the spot.
- 17-724 These teams shall be deployed at the direction of the Chief Building Warden to demolished portions of the building to seek out and rescue trapped individuals, where operations will not require the use of heavy equipment; and to evaluate and report situations requiring additional assistance. They should be equipped with hand tools necessary to perform such operations as cutting timbers, wires, opening jammed doors and the like.
- 17-725 A Standard Operating Procedure for the Building Rescue Service should be prepared and include the procedure for tentative identification and the disposition of personal effects of rescued persons; and the procedure for reporting and requesting assistance.

Chapter XVII - Section 7 (continued)

- 17-726 In cooperation with the Building Management, the Chief Building Warden shall develop a plan and organize the building maintenance forces or other trained personnel into a Utility Control and Emergency Repair Service for the purpose of attending to and securing mechanical devices, ventilation, water, gas, and steam valves, power switches, etc., as are deemed necessary; (basic rules will be published at a later date) and after attack, making such emergency repairs or operating such switches and valves as may be necessary to prevent further casualty or damage, or to restore essential services.
- 17-727 This service will be deployed individually or in teams, according to a Standard Operating Procedure to perform certain functions immediately upon sound of the building air raid alarm; and after attack, to reconnoiter and correct conditions involving mechanical equipment and utilities that require attention, or report and request assistance for situations beyond their control.
- 17-728 The Chief Building Warden shall organize a Messenger Service of sufficient number to maintain contact with all units of the Building Warden organization and to transmit messages to other buildings or to Control Centers if normal communications are disrupted.
- 17-729 While the Chief Building Warden will be in full responsible charge of the operations within the building, following the sounding of the building air raid alarm, he should cooperate closely with the Building Management for the most effective employment of the building maintenance forces, and the development of plans involving the building facilities. In general, the Building Management may assume responsibility for, but must work closely with the Chief Building Warden in phases of the program and planning which principally concern the building rather than the occupants of the building. The Building Management will generally be responsible for clean up and restoration after attack, but may employ any organized Civil Defense forces of the building in capacities for which they are suited.

CHAPTER XVII

FEDERAL BUILDINGS SERVICES

Section 8 - Mobilization and Operations

- 17-800 Each member of the FBS must be given definite assignments and instructions relative to his duties and alternates should be provided for all emergencies. Generally, the organization, especially with reference to "key personnel", will be "three deep".
- 17-801 Mobilization instructions must be issued in advance for the recall of personnel having critical assignments in buildings within Federal agencies and current instructions to these persons must be maintained by the Chief Building Warden.
- 17-802 If attack occurs and Federal buildings are undamaged or only slightly damaged the Deputy Director for FBS and the Coordinator for the United States Capitol Building Group shall be prepared to lend aid, if requested by the Director of Civil Defense for the District of Columbia.
- 17-803 All requests for assistance from Civil Defense Services of the District of Columbia shall be made to the Zone Control Center of The Civil Defense Zone in which the assistance is desired, by the FBS Control Center, unless otherwise provided for in Paragraph 17-403.

DISTRICT OF COLUMBIA CIVIL DEFENSE PLAN

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Appendix (A) - Organizational Chart, Federal Buildings Services

FBS-DC - Chart #1

